

TECHGUIDE FOR CALIFORNIA COURTS

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EDUCATION DIVISION OF THE ADMINISTRATIVE OFFICE OF THE COURTS



Interview With California Supreme Court Justice Ming W. Chin

TG: Hello, Justice Chin. Let's begin by having you tell us about your judicial background.

Justice Chin: I was appointed to the trial court in Alameda County in January 1988; elevated to Division Three of the First District Court of Appeal in August 1990; elevated to the presiding justice of the division in August 1994; appointed to the California Supreme Court in March 1996; and confirmed for a 12-year term ending in January 2011.

TG: You are the chair of the Court Technology Advisory Committee. Can you tell us what the committee is doing and what its priorities are for 2003–2004?

Justice Chin: We have just opened the technology center in conjunction with Siemens Business Services, Inc., in Newark. The technology center will handle the following functions statewide for the judicial branch: the California Case Management System; accounting, financial, and human resources; e-mail; help-desk; and, hopefully, jury management. The California Case Management System is being developed by a consortium of courts including Ventura, Orange, Los Angeles, and San Diego Counties. This year, the two Northern California counties of Sacramento and Alameda have joined that project. We anticipate that Orange and Alameda Counties will be the first two counties to go on the first phase of that case management project, which includes criminal and traffic matters. It has been 10 years since the Court Technology Advisory Committee has undertaken a long-range plan. We have just finished a day-and-a-half session with the committee to begin the next phase of that long-term planning.

TG: Budget cuts are on everyone's minds these days. How will they affect the work of the committee?

Justice Chin: The budget cuts will undoubtedly affect every aspect of the judicial branch. However, continued investment in technology will enable the branch to operate more efficiently and serve the public more effectively.

TG: Have you taken any online courses and, if so, in what areas?

Justice Chin: I have not taken any online courses, but I am part of a working group sponsored by the National Institute of Justice to develop a training program on the admissibility of DNA evidence for judges and lawyers. We are currently considering whether to put that course online, but in all likelihood it will be made available on a CD-ROM. The project is in the design phase. We

have completed the first four modules. Module 1 is the introduction to the principles of DNA, module 2 is basic biology 101, module 3 is the introduction to the forensic DNA laboratory, and module 4 is understanding the forensic DNA lab report. Each module will include PowerPoint slides as well as review questions to determine whether the participants are grasping the material.

TG: You've authored decisions in many esoteric areas. Did you do any background research for the subjects on the Internet? If so, can you explain what your approach was?

Justice Chin: I have authored decisions in areas such as toxic tort insurance coverage and the admissibility of DNA evidence. Online research has been helpful, particularly in the area of genetics and DNA. I have taught many classes for judges and lawyers on those subjects. Each time I prepare a presentation, the materials must be updated. The online research capabilities have been indispensable in preparing those updates.

TG: Can you describe other ways that you make use of the Internet—for example, bulletin boards or threaded discussion groups?

Justice Chin: On the technology committee we have established an e-room communications tool. It was very helpful in developing the rules for electronic filing. When proposed amendments to the rules were suggested, all members of the committee had an opportunity to comment on those amendments. The e-room also provided a historic record of the process.

TG: Besides your work on the Court Technology Advisory Committee, how has the use of technology had an impact on the way you do your work?

Justice Chin: During my entire 15 years in private practice and now 15 years as a judge, I have used dictation to get the work product out. When the American Bar Association recently held its meeting in San Francisco, I was on a panel pre-senting technology in the courts to a group of judges. One of the panel members was a friend from the Supreme Court of Indiana. After the program, he demonstrated the software he uses with voice recognition. I was very impressed and have ordered the software. I will let you know how it works out.

TG: Do you have any favorite personal Web sites?

Justice Chin: If you like wine, try www.wine.com or www.geerwade.com.



Photo: Gabriel Moulin Studio

Associate Justice Ming W. Chin

I also use travel sites like Expedia at www.expedia.com and Travelocity at www.travelocity.com.

TG: What advances in the administration of justice do you see from the courts' increased use of technology?

Justice Chin: The use of technology can make the courts more accessible to the public. It can help the courts serve the public more effectively and efficiently. For instance, when a CHP officer writes a ticket in the field with the name, address, and violation number, that citation should be processed electronically through the system so that it eventually arrives at the court where a disposition will be reached, and the result will be sent electronically to the Department of Motor Vehicles. The traffic citation is the simplest process that the courts have to manage, but there is no reason why it cannot also work for complex litigation. In both civil and criminal cases, some transcripts and exhibits take up entire rooms to store. There is no reason why all of that cannot be done electronically. With records and transcripts that are searchable, it will make processing from the trial court to the appellate court to the Supreme Court much more efficient. Of course this is only a dream, but I think it is a dream that is possible.

TG: Thanks so much for agreeing to do this interview.

Justice Chin: Thank you very much for giving me the opportunity to talk about some of the work of Technology and the Courts. The *TechGuide* can provide a valuable service to the judicial branch by educating the judicial branch on what is now available in the area of technology and starting a conversation among judges and technology experts about what might be possible for the future. ■

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**WELCOME TO THE NEW TECHGUIDE—
A SPECIAL SUPPLEMENT TO THE NOVEMBER–DECEMBER 2003 COURT NEWS**
(See End Notes on page 4.)

COURT TECHNOLOGY PROFILE:

Superior Court of Contra Costa County

By Judge Terry Bruiniers

Contra Costa is one of the nine Bay Area counties and is the ninth largest in the state, with a population rapidly approaching one million. The county was incorporated in 1850 (one of the original 27 counties) with Martinez as the county seat. We currently have 45 bench officers (33 authorized judges and 12 commissioners) sitting in three facilities in Martinez, and three primary branch court locations in Richmond, Walnut Creek, and Pittsburg. There is also a juvenile court and a traffic/small claims commissioner in Concord.

We are committed to using technology to enhance our ability to manage and operate our court and provide improved access to justice for the population we serve. Judge Terry Bruiniers and Court Executive Officer Ken Torre both serve on the Court Technology Advisory Committee to the Judicial Council, and Ken also served as the first chair of the Bay Area Trial Court Technology Group. In the past year, we hired our first full-time IT director, Stephen Yap, who brings a wealth of experience from the private sector. He has assumed responsibility for directing a rapidly growing list of technology initiatives.

COMMUNICATIONS

A LAN/WAN connects all court locations with a combination of dedicated T-1 and T-3 lines. In partnership with SBC, and with funding from the Administrative Office of the Courts (AOC), we are currently implementing the Bay Area Regional Operating Network (BARON) project, which entails upgrading wiring, network hardware, design of security infrastructure, and installation of an Internet connection that is fully independent from the county's. This system, which will ultimately include all Bay Area courts, is intended to be the prototype for a judicial branch telecommunications architecture.

We have four AOC-TV video sites that are used by staff and bench officers for distance learning.

A pending issue is replacement of an outdated analog telephone system. No decision has yet been made whether to use an updated analog system or convert to IP-based PBXs (VoIP).

Groupwise 5.2 is used for e-mail and group scheduling, but our current system is several generations old and must be upgraded soon to provide better functionality and compatibility with PDAs and fax servers.

VIDEOCONFERENCING

Videoconferencing facilities using an Internet protocol-based system provided by Sony and SBC have been added in all principal court locations. They are now regularly used for administrative meetings of judges and staff. The videoconferencing system has also been integrated into our complex litigation courtroom and allows video appearances of counsel and even witnesses. Over the next several months, we anticipate expanding the system to include video arraignment courtrooms linked to our three largest detention facilities, although there are still significant problems to be addressed with our justice partners before this can be fully implemented.

Videoconferencing is now also used for certain family law custody mediations where there are domestic violence re-



straining orders. Soon videoconferencing equipment will also be used for county-wide presentations of self-help seminars.

JURY MANAGEMENT SYSTEM

The jury management system has been upgraded to JSI Next Gen, and will soon be augmented with interactive voice and Web response (IVR/IWR). TelePath Jury from Frank Solutions Inc. will provide telephone and Internet access to jury management software. This solution enables jurors to retrieve and enter information 24 hours a day, 7 days a week. Information on status of jury service, postponement of jury dates, request for jury service payment, and directions and parking is maintained by the automated TelePath system. TelePath will be fully integrated with the court's jury management software to provide immediate updated information. Additionally, there is a feature that will call and remind jurors of scheduled jury duty.

FINANCE/HUMAN RESOURCES

In establishing a system independent from the county infrastructure, we will implement a new SAP fiscal program hosted at the AOC Regional Tech Center in Newark, California, in August 2005. A vendor for payroll and HR software has not yet been selected.

CASE MANAGEMENT SYSTEMS (CMS)

ISD is our vendor for civil, family law, and probate case management systems. In the past year we migrated from an older IBM AS400 platform to a new SUN/Oracle platform. As part of that transition, we entered into an agreement with the Santa Cruz Superior Court to host their ISD case management system (CMS) on our server, a prototype project for other collaborative court efforts. Both the Contra Costa County and San Bernardino County courts worked closely with ISD to develop the most current Windows-based CMS software, which has passed certification by the AOC. As soon as we resolve licensing issues, we will begin using all certified law area modules, including juvenile, with integrated imaging functionality.

Both criminal and traffic case management systems currently run on legacy systems on a county mainframe. We have joined the development group for the AOC-sponsored California Case Management System and have committed to implementing the certified criminal and traffic modules, with planned migration for early 2005. The plan is to host these systems at the new AOC Regional Tech Center.

Our systems lack integrated imaging for documents and pleadings, but we plan to add this capability in our next-generation CMS and to make these documents available online to litigants and to the public, subject to the privacy restrictions imposed by recently enacted rules of court. We are in the process of selecting a vendor.

E-FILING

Electronic filing projects await rollout of the Windows/Web-enabled modules of the case management systems and selection of an imaging vendor. Limited projects may be possible with existing systems in criminal filings and in complex litigation.

WEB SITE/PUBLIC ACCESS

Our court Web site now provides public calendar and docket information through the open-access system supplied by our CMS vendor, ISD. Tentative rulings are available online for all law and motion calendars. Also available are interactive fillable Judicial Council forms for family law, small claims, and unlawful detainer matters.

We are developing a much more comprehensive self-help Web site for release in the near future. The initial goal is to develop six legal packages for self-represented litigants. The packages will be distributed live via videoconferencing and archived for later viewing on a Web site with rich media capability, allowing the user to view information in text, audio, or video format. The Web site will also have self-help links to other sites within and outside the court's Web site.

We are also developing a Web-based interactive application that directs users to basic court information. Using this application, the public will be able to obtain specific case information from our case management system database by answering a series of user-friendly questions.

COURTROOM SYSTEMS

Each bench officer has a networked Dell Optiplex PC in chambers, as well as a Dell networked laptop on the bench for those who request them, running on a Windows 2000 Pro operating system. The courtroom clerks' equipment has been upgraded from terminals to thin client workstations.

Livenote is used for real-time transcript management on the bench. All newly hired reporters must be proficient in using this software. The West Jury Instruction Selector program is installed on each bench officer's computer and also on each department clerk's PC.

CONTRA COSTA: TECHNOLOGY AT A GLANCE

Recognizing the need to provide more services with fewer resources, the Superior Court of Contra Costa County has deployed many innovative technologies:

- Participation in an AOC pilot project called the Bay Area Regional Operating Network, which is testing a network that will be supported from a central AOC communications center.
- Videoconferencing facilities using a new and economical communications system, installed in the courtroom, that will allow video appearances of counsel and witnesses.
- A jury management system that allows jurors to access information related to their service 24 hours a day.
- A prototype case management system running on a Windows-based PC that will eventually incorporate images of documents and pleadings.
- Public access to tentative rulings on the court Web site.
- Development of a self-help Web site for pro per litigants.
- Development of a legal research and court documents portal.
- A pilot complex litigation courtroom site with a state-of-the-art electronic courtroom that includes a multimedia evidence presentation system.
- An inventive method of funding high-speed data lines in the courts.

Judicial and Legal Resources Internet Sites

By Judge Terry Bruiniers Superior Court of Contra Costa County

Following is a list of sites compiled by Judge Bruiniers that includes judicial, federal and state government, legal research and education, portal, and legal publications sites. (Sites are hyperlinked.)

JUDICIAL SITES

<http://www.ajs.org/>
American Judicature Society home page. The American Judicature Society is a nonpartisan organization that focuses on issues relating to judicial independence, judicial conduct and ethics, judicial selection, court administration, and public understanding of the justice system. Ethics publications include the Judicial Conduct Reporter.

<http://www.calcourts.org/>
California Judges Association public information page.

<http://www.caljudges.org/>
CJA member Web site that has useful judicial publications (including CJER benchguides). It also has a free-access link to all CEB practice libraries.

<http://cjp.ca.gov/>
California Commission on Judicial Performance home page.

<http://www.courtinfo.ca.gov/>
California Judicial Council site with California Supreme Court and appellate court opinions, links to local court sites, Judicial Council forms, and Administrative Office of the Courts (AOC) publications.

<http://www.judges.org/>
National Judicial College home page. Announcements for continuing judicial education courses (most conducted on the University of Nevada, Reno campus).

<http://judgelink.org/>
The Justice Web Collaboratory is a partnership between the Chicago-Kent College of Law and the National Center for State Courts. The site is designed for U.S. judges and support organizations to post and share judicial branch information.

<http://www.ncsconline.org/>
National Center for State Courts home page. Includes links to state court sites and other court-related Web sites.

<http://serranus.courtinfo.ca.gov/>
Judicial Council/AOC materials are available on this site. Requires ID and password, which can be obtained from the AOC. All current CJER benchguides are available online and are downloadable, as well as many other CJER publications and audio- and videotapes of CJER programs presented as streaming media. There are also links to legal publications, including law.com and the Daily Journal.

<http://www.supremecourtus.gov/>
Official site of the U.S. Supreme Court. Recent opinions and slip opinions, dockets, rules, argument transcripts, and court information are included.

<http://www.uscourts.gov/>
Home page of the federal judiciary, maintained by the Administrative Office of the U.S. Courts, with links to all appellate courts and most district court sites.

GOVERNMENT SITES California

http://www.ca.gov/state/portal/myca_homepage.jsp
Portal to California government sites.

<http://www.assembly.ca.gov/>
California State Assembly site.

<http://caag.state.ca.us/>
California Attorney General site, including Opinions of the Attorney General, under the Programs and Services link.

<http://www.calbar.ca.gov/>
The California State Bar site includes searchable member information (standing, status, discipline) and a link to the online version of the State Bar Journal.

<http://www.ftb.ca.gov/>
Franchise Tax Board site.

<http://www.governor.ca.gov/>
Governor's home page.

<http://www.senate.ca.gov/>
California State Senate site.

<http://www.ss.ca.gov/>
California Secretary of State site.

Federal

<http://www.firstgov.gov/>
Federal government's official portal.

<http://www.edgar-online.com/>
List of SEC filings.

<http://lcweb.loc.gov/>
Library of Congress site.

<http://thomas.loc.gov/>
Maintained by the Library of Congress, this site covers the U.S. Congress. Includes information on the status of pending legislation.

LEGAL RESEARCH AND EDUCATION RESOURCES

U.S. Supreme Court

<http://www.uscplius.com/>
U.S. Supreme Court opinions. This is a commercial site that requires payment for full use of its features, but it has free access to the current term's decisions.

<http://www.oyez.org/>
A Northwestern University-sponsored multimedia site that includes U.S. Supreme Court opinions and a virtual tour of the Supreme Court building.

<http://supct.law.cornell.edu/supct/>
A Cornell Law School-sponsored site featuring U.S. Supreme Court materials. Recent decisions as well as an archive of decisions dating back to 1990, organized by topic, party, and name of justice.

<http://www.findlaw.com/>
California and federal cases and statutes can be found by name or citation on this site. You will need to register and use a login and password to gain access to documents.

Judicial Sites

<http://www.alexandrialawlibrary.com/>
A virtual law library for judges, commissioners, and staff attorneys of the California courts. This is a volunteer effort by research attorneys and a librarian at the Superior Courts of San Diego County, Los Angeles County, and Santa Clara County. The Superior Court of Santa Clara County hosts this site. The purpose of the site is to simplify Web-based legal research and to focus on information of interest to the judiciary.

<http://www.courtinfo.ca.gov/opinions/>
California Supreme Court and appellate court slip opinions.

<http://californiadiscovery.findlaw.com/>
Maintained by former Commissioner Richard Best, Superior Court of San Francisco County, this site has links to a wealth of research materials regarding civil discovery (including privilege case law outlines) and links to the tentative ruling calendars of all California courts that make them available online.

<http://www.ceb.com/>
Free access for judicial officers to online versions of CEB Reporters (California Business Law Reporter, Civil Litigation Reporter, Estate Planning & California Probate Reporter, and Real Property Reporter). Click on the Reporters Online link and log in with your State Bar number and the last two digits of your year of birth. Current and archival issues are available with search capability.

<http://www2.ceb.com/casesfirst/cja4447.asp>
CasesFirst is a service provided by CEB in conjunction with CJA to provide e-mail notification of current appellate decisions, usually on the day the opinion is released. You can select the subject area for which you wish to receive notice. E-mail summaries contain hyperlinks to the full text of the opinions. Free to CJA members.

<http://www2.courtinfo.ca.gov/cjer/>
CJER's calendar of programs, broadcasts, and other events.

<http://www2.courtinfo.ca.gov/comet/>
CJER's COMET (Court Online Mentoring, Education, and Training) site offers access to online training programs as well as rosters of trainers, calendars of court staff training events and AOC broadcasts, and other court-related information. Obtain a login and password from your local court administrator.

<http://www.jibbsnet.org/>
The digital library of the Planning and Research Unit of the Superior Court of Los Angeles County. This site contains research memoranda, benchbooks, scripts, and a wide range of other materials. A judicial officer, on request, can obtain a password on this site.

<http://www.rutteronline.com/>
The Rutter Group Web site offers free online access to all CLE material for CJA members. You must request a password. Online programs include streaming audio and video CLE programs.

<http://serranus.courtinfo.ca.gov/education/jbradio/>
A CJER site that requires a login and password (which can be obtained from CJER), Judicial Branch Radio (JBRadio) brings CJER judicial education programs to your desktop through streaming audio and video recordings.

Other Research Sites

<http://california.lp.findlaw.com/>
Research materials indexed by subject matter, as well as case law and statutory materials organized by jurisdiction. Links to a variety of legal sites.

<http://www.calregs.com/>
California Code of Regulations; current official versions with full text.

<http://www.law.cornell.edu/>
Legal Information Institute, sponsored by Cornell Law School, has links to research materials organized by jurisdiction and topic, including U.S. Supreme Court opinions.

<http://lawcrawler.findlaw.com/>
Portal and links to federal and state case law, statutes, and reference materials for many jurisdictions.

<http://www.leginfo.ca.gov/>
Official site for California legislative information maintained by the Legislative Counsel of California. It provides the text of all current statutes and information on the status of bills in the Legislature. You can sign up for automatic e-mail notification of the status of pending legislation.

<http://www.westlaw.com/>
Westlaw subscription site.

<http://www.lexisone.com/>
Lexis/Nexis site. Some materials are available without subscription.

LEGAL PORTALS

<http://www.abanet.org/lawlink/home.html>
Lawlink is the American Bar Association site that provides links to government sites and legal research sites.

<http://www.hg.org/>
HierosGamos has links to a wide range of federal, state, and international materials and sites.

<http://www.ilrg.com/>
Internet Legal Resource Guide. An index of more than 4,000 Web sites in 238 nations, islands, and territories. This is a commercial site that purports to be "a comprehensive resource of the information available on the Internet concerning law and the legal profession, with an emphasis on the United States of America."

<http://www.lawsources.com/also/>
American Law Sources On-line is a portal with links to a wide range of federal, state, and international legal sites.

LEGAL PUBLICATIONS

See links on the <http://serranus.courtinfo.ca.gov/> to *Cal Law* and the *Daily Journal*. ■

Contra Costa County

Continued from page 2

Conversion from WordPerfect to Microsoft Word as our standard word-processing application is now in progress.

ELECTRONIC LEGAL RESEARCH

Electronic research tools include Westlaw, online Shepards, and networked programs running on West's LawDesk CD-ROMs. Dissomaster is installed on each family law bench officer's computer, and is also available to counsel on courtroom terminals.

Our experience has been that electronic research tools have been underutilized, and we are therefore constructing an Intranet judicial research page to provide a single portal for all legal research materials and programs. A second phase of this project will add a document management program that will have a searchable database of research memoranda, decisions, and other data.

COMPLEX LITIGATION COURTROOM

Contra Costa County was designated by the Judicial Council as one of six complex litigation courtroom sites. In partnership with a systems integrator, Spinitar, and with consultation services provided by the Courtroom 21 Project of the National

Center for State Courts, we have built what we believe to be the most sophisticated electronic courtroom currently in use in the state.

In this electronic courtroom, multimedia evidence presentation systems are on the attorney's podium and the counsel table. There are document cameras, laptops, VCRs, and CD and DVD players. Counsel and the witness have touch-screen monitors, permitting on-screen annotation of exhibits projected onto a large screen for viewing by the jurors, as well as displayed on individual screens for the judge, counsel, and witnesses. A digital matrix switch, remotely controlled from the bench, allows the judge to screen exhibits before permitting viewing by the jury and to select those that the jury will see. A SmartBoard™ permits counsel or a witness to use handwritten notes or diagrams as a displayed input, and an image capture system allows any of the inputs to be saved and printed on a color laser printer in the courtroom. A server located in the courtroom can capture a complete electronic trial record.

Videoconferencing capability is integrated into the courtroom and can permit remote appearances by counsel and even witnesses, although it has not yet been used for this purpose.

The courtroom provides high-speed telecommunications lines at the counsel

table and a real-time transcript feed to the bench and counsel.

Our vendor provides training for the bar on the use of this equipment.

There is one portable cart-based evidence presentation system currently in use in our complex litigation department, and we are exploring ways to acquire additional systems for both the civil and criminal trial courts. Under consideration are a lease with a cost-recovery user fee in the civil departments, and a purchase in partnership with the district attorney and public defender in criminal courts.

FINAL THOUGHTS

Although demanding on personnel and fiscal resources, technology initiatives are essential to our core functions. In a world of increasingly constrained court budgets, technology offers the ability to reduce costs and increase efficiency in many areas of court operations. Technology also holds out the prospect of maintaining, and even enhancing, levels of service to the public when many of us are being compelled to otherwise reduce hours of operation. While budget limitations have forced us to examine more carefully the cost justification for every project and to become more creative in identifying funding sources and strategic partnerships to pursue them, we feel the results continue to justify the efforts. ■



Tips & Tricks

KEEPING TRACK OF CHANGES IN A WORD DOCUMENT

When you are working on a document in collaboration with colleagues, you may find it useful to keep track of changes they make to the document. To do this, open up the Tools menu, go to Track Changes>Highlight Changes, and check "Track changes while editing." Under "Options" you can select how you want the changes to appear on the screen,

e.g., deletions as strikeouts, new text in blue or red, etc., and whether you want to show the changes on a printout.

Another way to keep track of revised documents is to go to File>Versions and select "Automatically save a version on close." Every time you save the document, a new version will be created without overwriting the original. When you look at your directory of files, you will see all your versions with the most recent at the top. You can turn this feature off by unchecking "Automatically save version on close." ■



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End Notes

Ouch, talk about a reality check. In the past, I've written a lot about the benefits of embracing change, specifically changes in technology. When it comes to others, it's easy to advocate change, but when it applies to yourself—well, there's the rub. To paraphrase our Chief Justice, the stress and turmoil of change can sometimes make yesterday look pretty good.

The *TechGuide* is now coming to you as an insert in *Court News*, an excellent publication, and we couldn't be in better company. It's a small change compared to what others are undergoing, but please understand that because it's our change, it feels big. And the dynamic is the same. We're adjusting to a new schedule and procedure, a new format and look, new people involved in the process, and a new venue for communicating. If I ever suggested (which I hope I didn't) that embracing change is easy, I take it back. It's not. It's hard work.

So why did we undertake this

change instead of continuing to operate in the comfort zone that we had created? There are several reasons you might want to embrace change. In past columns, I've written about using an interest as a way of motivating oneself to learn a new technology. And I've written about recognizing the efficiencies of using aspects of technology as a motivator. Both are forms of self-interest that can be used to motivate one to undertake the arduous task of doing things in a new way.

There is also the "greater good" theory of motivating us to opt for change. In our case, the greater good consisted of the opportunity to join forces with a terrific, award-winning publication. We can move from photocopying back to print. We will have a broader distribution and reach more readers. And we get to collaborate with some great people with whom we haven't worked directly before. All in all, great reasons for making the change. But don't let

me kid you about it being easy, because it's not. I'm writing this under the assumption that we'll make it, because as of yet we're still meeting and discussing all the changes yet to come. So, if this reaches print, we've made it, and we look forward to bringing you more information about what other courts and judges are doing with technology as well as our Tips & Tricks articles, things to do on your home computer in the At Home column, and hopefully a few smiles of recognition along the way.

Speaking of technology, take a look at the electronic version of the *TechGuide* on the Education/CJER page of Serranus. We now have an index to the past four years of *TechGuide* issues. It's an easy-to-use list of topics with links to the issues. We hope you find it useful. See you on the Web.

Bob Schindewolf

SUBMITTING ARTICLES, QUESTIONS, SUGGESTIONS, ETC:

Send an e-mail to techguide@jud.ca.gov with file attached in Word 6.0 or higher, or as a .txt file. Or mail the file on a disk to Bob Schindewolf, Managing Attorney, California Center for Judicial Education and Research, 455 Golden Gate Avenue, 6th Floor, San Francisco, CA 94102-3688.